

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda § Monday, March 22, 2004

Arizona Supreme Court § 1501 West Washington Street
Phoenix, Arizona 85007 § 10:00 a.m. - 2:00 p.m. § Conference Room 230
General Inquiries Call: (602) 364-2378 (Division Line)
Members of the Public May Attend Meeting in Person

For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Code Section ' 1-202(C)(5)(b)and (c).

CALL TO ORDERJudge Steinle, Chair

REVIEW AND APPROVAL OF MEETING MINUTES.....Judge Steinle, Chair

< *Regular and Executive Session Minutes from February 23, 2004.*

ADMINISTRATIVE ISSUESLinda Grau

< *Update on status of renewal time line activities.*

< *Review and discussion regarding proposed standardization of hearing request forms.*

< *Review and discussion of adoption of policy addressing denied applicants filing subsequent applications for certification determination.*

CERTIFICATION AND ELIGIBILITYLinda Grau

< *Review of Hearing Officer Report and Recommendation regarding Cicero Cast'On.*

< *Review of Hearing Officer Report and Recommendation regarding Andrew Torres.*

< *Report and recommendations regarding Continuing Education course credit approval.*

< *Report regarding cooperative efforts with Superior Court in Maricopa County Training and*

Staff Development Office for AZCLDP access and register electronically for Judicial Staff training classes.

< *Review and recommendation regarding certificate holder William MacKinnon's (AZCLDP #80520) request for pro-rated continuing education obligation.*

< *Report regarding status of pending Consent Agreement with Leah Keller (AZCLDP #80128).*

REPORT REGARDING PENDING COMPLAINTS..... Linda Grau

< *Review and recommendations regarding pending certificate holder complaint numbers 03-L023 and 03-L033.*

< *Review and status update regarding the pending Petition for Cease and Desist Order re: Lisa Crocker (aka Lisa Elwess).*

REVIEW OF APPLICATIONS Linda Grau

HEARING REGARDING DENIAL Linda Grau

CALL TO THE PUBLICJudge Steinle, Chair

ADJOURNJudge Steinle, Chair

PENDING APPLICATIONS FOR CERTIFICATION: *The following applications for Individual and Business Entity Initial Certification are scheduled to be reviewed on March 22, 2004.*

- Patricia Anderson
- Jodi Brown
- Griffin Paralegal Services, LLC (Debra Griffin)
- Joan-Marie Johnson
- Carolyn Mardis
- Laura McDanel
- Ann Messerer
- Stephanie Parker
- Maria Nolan-Malsack

Carolyn Avon
Hua Quin
Melissa Tenny
EMIT, Inc. (Melissa Tenny)
Safe Split, LLC (Melissa Tenny)
Ronald Strawn
True North America, Inc. (Ronald Strawn)
Legal Aid State Services, Inc. (Ava Hardiek)
Wilson, Keller and Associates, LLC (Leah Keller)
Christian Faith Fellowship Ministry, Inc. (Jeffery Metcalfe)
Caprenos, Inc. (Cynthia Wood)
Douglas Brown
A-Z Legal Document Preparers (Jimmy Taus)
Guadalupe Sapien
Jane Rossi
Rose Puma
ABC Legals, LLC
Central Arizona Paralegal Services, Inc. (Robert Pilkington)

BUSINESS ENTITY EXEMPTION REQUESTS:

Griffin Paralegal Services, LLC (Debra Griffin)
Valley Docs & Paralegal Services, LLC (Mary Carlton)

HEARINGS REGARDING DENIAL:

1:30 p.m. – Aida Pompa